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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER  
MONTHLY STATISTICAL SUMMARY FOR NOVEMBER 1968

1. Accessioning

During November the A&RC accessioned 486 cu. ft. of Inactive Office Records. Most of these records were retired by:

DDS/OS <i>SECURITY</i>	142	cu. ft.
DDS/OF <i>FINANCE</i>	66	" "
DDS/OL	32	" "
DDI/CRS	79	" "
DDS&T/FMSAC	26	" "
DDP/RID	42	" "
DDP/TSD	33	" "

This is the smallest volume of Inactive Office records accessioned this Fiscal Year (July - 831 cu. ft., Aug. - 712 cu. ft., Sept. - 569 cu. ft., and Oct. - 650 cu. ft.). This seems to be a seasonal decrease because the volume accessioned in November 1967 was the smallest volume in FY 1968. *What about '66, '65? Can't reach this*

There were 207 cu. ft. of Supplemental Distribution items accessioned. These items consisted of 105 cu. ft. of maps, 36 cu. ft. of NIS and 66 cu. ft. of all other Supplemental Distribution items.

The NIS accessioned consisted of the following:

- 1 NIS report was a rerun - 7 cu. ft.
- 5 NIS reports were new - 14 cu. ft.
- \*6 NIS reports were revisions - 15 cu. ft.

\*The revisions permitted the destruction of 10 cu. ft.

Like the Inactive Records category, this is the smallest volume of Supplemental Distribution accessioned this Fiscal Year (July - 307 cu. ft., Aug. - 358 cu. ft., Sept. - 348 cu. ft., Oct. - 253 cu. ft.). Also, like the Inactive Records category, this seems to be a seasonal drop because the smallest volume accessioned in FY 1968 was in November 1967.

The total accessions of all categories amounted to 795 cu. ft., which averaged 42 cu. ft. per week.

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There were 9,504 reference items furnished to requestors during the month. It was necessary for the A&RC to make a special delivery of 5 boxes for NPIC. The reference activity averaged 500 items per work day.

3. Disposition

Disposition Action was taken on 889 cu. ft.; 432 cu. ft. were destroyed at the Center and 457 were transferred. The bulk of the Disposition Action was taken on Inactive Office Records (645 cu. ft.). These records were originally retired by:

<u>Component</u>	<u>Destroyed</u>	<u>Transferred</u>
DDS/OS	56 cu. ft.	
DDS/OMS	5 " "	
DDS/OP		3 cu. ft.*
DDS/OL	2 " "	6 " " *
DDS/OC		20 " " *
DDS/OF	22 " "	142 " " **
DDS/OTR	35 " "	
ODDI	5 " "	2 " " ***
DDI/CRS		8 " " *
DDI/OCI		14 " " *
DDI/OER	3 " "	
DDS&T/FMSAC		1 " " *
DDS&T/OCS		7 " " *
DDS&T/OSI		104 " " ***
DDS&T/OSA		6 " " *
DDP/RID	82 " "	103 " " *
DDP/	4 " "	3 " " *
DDP/TSD		11 " " *

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\* Transferred back to originating component

\*\* 139 cu. ft. of this volume was processed by OF personnel to be retired to the Federal Records Center as Dept of the Army Records.

\*\*\* Permanent Records Transferred to Archives

The majority of the 181 cu. ft. of Supplemental Distribution items destroyed consisted of: 90 cu. ft. of maps authorized by OBGi in a memo dated 16 October 1968, and 56 cu. ft. of codeword reports authorized by the OER Supplemental Distribution Schedule. The Disposition activity on all categories averaged 47 cu. ft. per day.

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*consistent with last of  
DDSD? other?  
OL? contractors?  
TSD?*

#### 4. Archives

Received the first 2 cu. ft. of records for the Kennedy Library. Work is continuing on supplying documents for the Johnson Library. During the month 440 reports were reproduced (2,102 pages) for OCI, and copies of 150 NIE reports were pulled for the Johnson Library. All of these records are pulled together by the components and will be deposited at the A&RC for storage. The Archives personnel are preparing finding aids and locator files.

The OSI Records Administration Officer and her assistant were at the A&RC for two days assisting the Archives personnel in processing the OSI external contract files into the Archival holdings. These files include one copy of the finished report from the contractor. The files are being arranged in an Archives arrangement and finding aids are being prepared. Although the volume (104 cu. ft.) has been transferred from the Inactive Office Records holdings, it has not been reflected in the Archival holdings, and will not be until the processing is completed. Completion is pending the return of the OSI people to the A&RC.

The A&RC was requested by the Historical Staff to furnish a copy of a speech made by President-elect Nixon to Agency personnel in 1953. Although the requestor had no idea where or in what records series this document might be, the Archives were able to locate and furnish the requested copy.

Furnished the Office of Security Historians organizational charts, CIG and CIA regulations and other documents from the Archival holdings.

#### 5. [REDACTED]

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The D/Chief A&RC visited the Annex on 19 November 1968 to take a copy of the new OER Supplemental Distribution Schedule and to explain the procedure for reducing the OER reports in accordance with this new schedule. The Annex was clean, orderly and all routine work was current.

#### 6. Total Holdings

There was a net decrease in the total holdings of 94 cu. ft. This was the first month that a decrease was recorded since November 1967. This was due to the decrease in the accessioning activity as reported in Part I of this report and the fact that the 104 cu. ft. of OSI records were not reflected in the Archives holdings. The total holdings at the end of November was 106,151 cu. ft.; 20,546 in [REDACTED] and 85,605 at [REDACTED]

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Col. Sheffield Edwards - OS History Writer - 4 days  
 [REDACTED] - OS History Writer - 2 days  
 [REDACTED] - OTR History Writer - 1 day

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1 RAB Talk with GS-9's  
 4 OSR Briefing & tour & Records Purge  
 2 OSI Records Purge  
 6 OCS Briefing & Tour  
 2 OSI Put Records into Archives  
 2 OTR Records Purge  
 1 DDP/WH Records Purge  
 1 OSI Records Purge  
 3 DDP/EUR Records Purge  
 2 OS Pick up Folder  
 1 DDP [REDACTED] Records Purge  
 1 OTR Records Purge  
 1 OCR Visit  
 3 OF Get Records Ready for FRC  
 2 DDP/NE Purge Records  
 2 DDP/RID Purge Records  
 1 DDP/CI Purge Records  
 1 OS Test Alarm System  
 1 OS Briefing & Tour  
 1 OBGI Review Records

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8. General

A. The [REDACTED] has reported to the A&RC that preliminary action has been started by the [REDACTED] Engineering Office to obtain bids from contractors on the work necessary to correct the "water problem".

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B. On the night of 25 November, 7 representatives from the Mosler Co., 3 members of the [REDACTED] Security Office, 1 person from Headquarters Security, 2 members of the [REDACTED] Engineering Office and 3 members of the A&RC Staff conducted tests on the modified version of the new Security alarm system. Parts of the system did not pass the tests, and the system was not accepted by the Government. The A&RC has requested a copy of the official report of these tests, and a copy of this report will be forwarded to C/RAB when it is received by the A&RC.

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C. On 12 November, due to the wet snow and winds during the preceding night, [REDACTED] was without electrical power for most of the day. Although it took several hours to get the emergency generators working,

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the A&RC, with the aid of battery operated emergency lights and flashlights, was able to service the priority requests.

D. During November, 14, people representing 6 components visited the A&RC as a result of the Records Purge.

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